



# Habilitation Services

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Billing, Payment and Monitoring



## Rates

- Supported Employment rate is set in statute (AB 1753) at \$27.62/ job coach hour
- Work Activity Program rates are set by DDS using cost statements
  - July 1, 2004 DDS will adopt rates set by DOR,
  - These rates are frozen until Fiscal Year 2006-07

The SEP rate includes the %5 reduction which will continue on July 1, 2004.

This rate includes required paperwork time.

SEP IP has allowable services which are provided by the job coach and are billable, these services can be either on the job or off the job

Billable services include:

Paste in from statute,regs

SEP GP can only bill for the job coach hours on the work site.

WAP Cost statements will be due Sept 05 to set rates for FY 06-07



## Purchase of Service

- DOR will continue to fund VR services (no POS is needed).
- A separate POS is necessary for consumers who receive any of the following Habilitation services
  - WAP (including temporary transfers)
  - SEP IP
- SEP GP is funded by a contract authorization and “Zero” authorizations for each consumer.

There will be more information in the coordination with VR presentation about VR services.

Temporary transfers are used

for consumers in GP with seasonal jobs, or jobs impacted by adverse weather.

or to increase a group to the required minimum size.

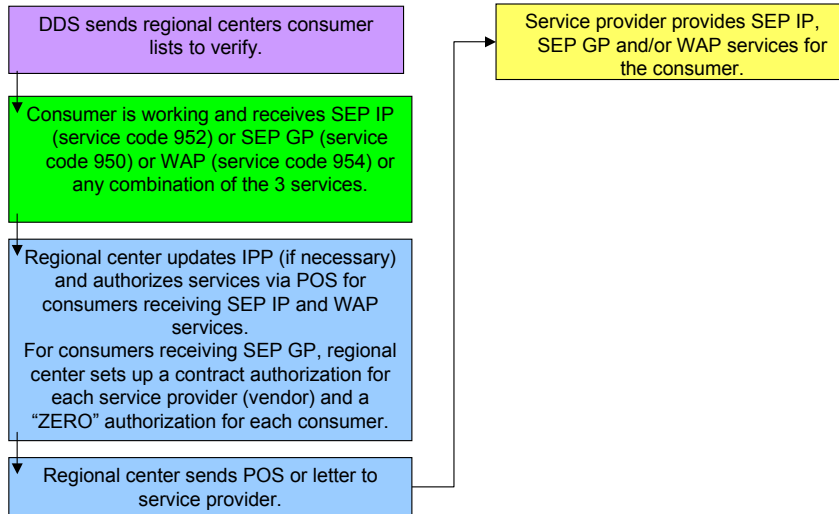
Service providers can not bill for both WAP and SEP GP services provided on the same date at the same time.

During the IPP meeting, services should be planned for if the consumer has work that will need a temporary transfer.

If the POS for SEP GP is by contract then the individual consumer POSs don't specify hours, if done a different way DDS will provide a guideline as to typical number of hours.

## Habilitation Services Flow Chart

### Authorization for Consumers in Habilitation as of 7-1-04



This flowchart describes the process of authorizing services for all consumers receiving habitation services in this fiscal year.



## Work Activity Billing

- Allowable services are vocationally related only
- Work Activity is billed at a daily rate

Non-allowable services are recreational activities, crafts, singing, field trips, bowling leagues, etc.

If the work day is 8 hours, a half day is considered to be 2 up to 7.5 hours.

Drs. Appts, etc. when the consumer leaves early the billing may be impacted.

DOR has approved full day billing for some consumers. These consumers will be grandfathered in and DDS will provide regional centers with a list of these consumers. These approvals should be reviewed and reauthorized during the IPP.

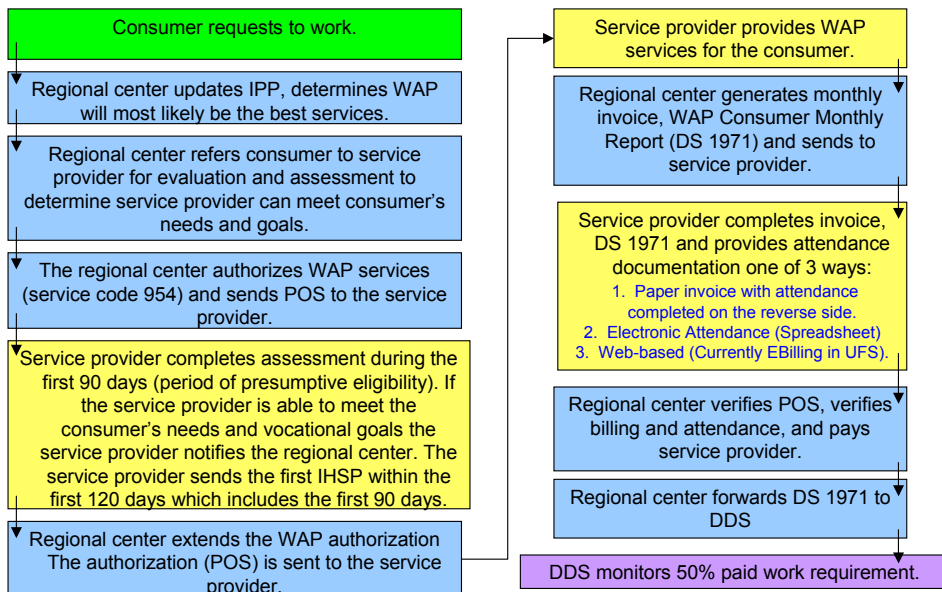
In addition, regional centers may approve full day billing and review during the IPP for consumers who work a half day for the following reasons:

Medical

Transportation

## Habilitation Services Flow Chart

### Authorization, Invoicing and Payment for WAP





## Work Activity Billing

- Consumers may work a full day
  - A minimum of 5 hours (excluding lunch) is required for all WAPS
  - To bill a full day, the consumer must be at the WAP the full day minus 30 minutes.
- Consumers may work a half day
  - A minimum of 2 hours up to 1/2 hour less than a full day
- WAPs shall not bill for consumers who work less than 2 hours a day

Non-allowable services are recreational activities, crafts, singing, field trips, bowling leagues, etc.

If the work day is 8 hours, a half day is considered to be 2 up to 7.5 hours.

Drs. Appts, etc. when the consumer leaves early the billing may be impacted.

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In addition, regional centers may approve full day billing and review during the IPP for consumers who work a half day for the following reasons:

Medical

Transportation



## Work Activity Billing

- The services provider adds the total number
  - Full Days, and
  - Half Days
- The total days are entered on the turnaround invoice
- Service providers must Maintain appropriate attendance verification with the bill.

Mention that one service provider in CVRC's area bills hourly.



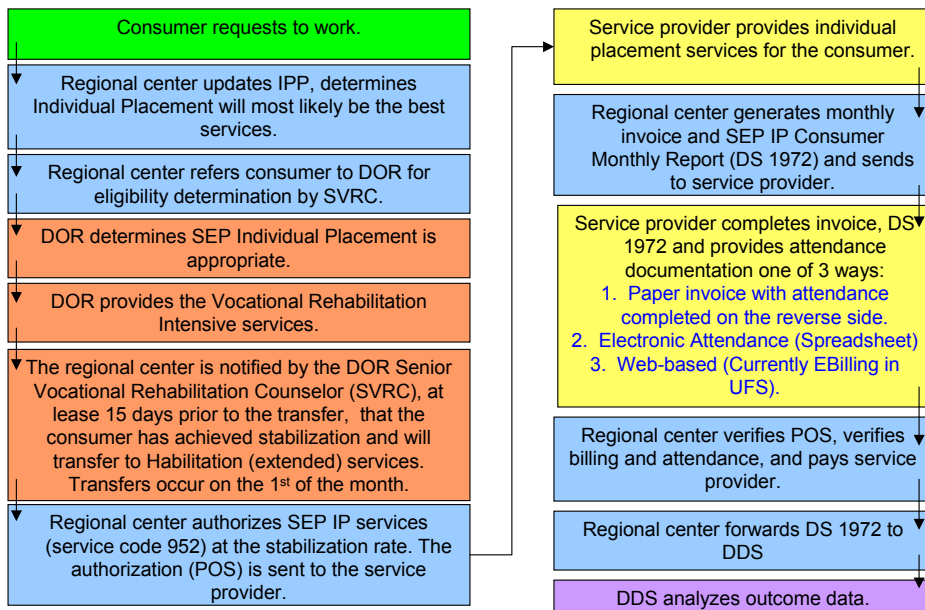


## Supported Employment Billing

- Individual Placement is billed hourly for job coaching allowable activities are
  - Ongoing Job skill training
  - Job skills assessment and retraining
  - Employer advocacy
  - Consumer and/or family counseling related to work

## Habilitation Services Flow Chart

### Authorization, Invoicing and Payment for SEP IP



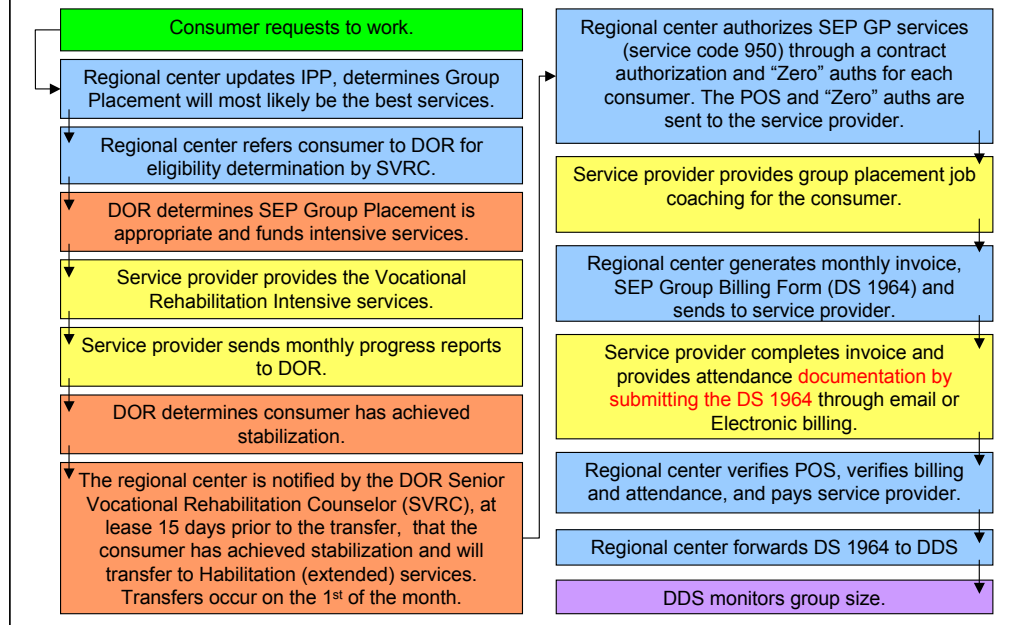


## Supported Employment Billing

- Group Placement is billed hourly for job coaching
  - Job coaching is the only allowable service and must be provided at the work site.
  - Each consumer in the group is allocated a percentage of the job coaching hours based on hours attended
  - The service provider completes the Group Tracking Form (DS1964) which allocates the hours to each consumer in the group

## Habilitation Services Flow Chart

### Authorization, Invoicing and Payment for SEP GP





## Supported Employment Billing

- The DDS Group Tracking Form (DS 1964) captures the following data:
  - Consumer with approved staggered start/stop times
    - start and stop times,
    - mealtime authorization & coverage,
    - Wage,
    - Productivity, and
    - Authorization for staggered start and stop times
  - Job coach
    - start and stop times,
    - Mealtime coverage if approved for at least one consumer

Mealtime authorization: The original mealtime approval is authorized by VR. Regional center initially will continue this authorization. The need to continue the mealtime authorization is reviewed at the IPP.

Staggered start and stop times will initially be grandfathered in. Regional centers will verify the need and reauthorize during the consumer's IPP.

Legitimate consumer needs for staggered start and stop times are:

Transportation, medical issues, job demands

Legitimate employer needs for staggered start and stop times are

job demands, ie. Unloading a delivery or equipment requires fewer employees



## Supported Employment Billing

- The DDS Group Tracking Form (DS 1964) captures the following data:
  - Consumer without approved staggered start/stop times
    - Daily hours of service,
    - mealtime authorization & coverage,
    - Wage,
    - Productivity, and
  - Job coach
    - Daily hours of service,
    - Mealtime coverage if approved for at least one consumer

Mealtime authorization: The original mealtime approval is authorized by VR. Regional center initially will continue this authorization. The need to continue the mealtime authorization is reviewed at the IPP.

Staggered start and stop times will initially be grandfathered in. Regional centers will verify the need and reauthorize during the consumer's IPP.

Legitimate consumer needs for staggered start and stop times are:

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## Monitoring

- WAPs are required to provide paid work for a minimum of 50% of the scheduled time
- This is an aggregate requirement
- DDS will monitor this requirement
  - The service provider sends a copy of the WAP Consumer Monthly Report to each regional center billed and DDS.
- If the minimum is below 50% for 6 months a corrective action plan is required.
- And usually a moratorium on new referrals.

Service Providers will submit the WAP Consumer Monthly Report which will include data needed to analyze this requirement.

DDS will notify the vendoring regional center if a WAP is not meeting this requirement. A corrective action plan will be developed by the services provider and reviewed by DDS in conjunction with the regional center. If any sanctions are imposed they will be determined at this time.

The WAP Consumer Monthly Report can be used to determine the following:

Distribution of work among consumers

The amount and average of time not spent working

Average and progress in productivities

Regional centers will need to decide who needs a copy of this.



## Monitoring

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- Supported Employment Group Placement
  - The DS 1964 will be the documentation available to verify
    - The accuracy of the billing for services
    - Meeting the required minimum group size of 4 consumers per 1 job coach

Regional centers will monitor accuracy of billing

DDS will monitor group size and notify the vendoring regional center if a group is below the minimum size.

The service provider has 90 days to increase the size of the group to the required minimum or funding for the group will be stopped.





## Monitoring:

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- The Legacy system does not currently capture Habilitation services data.
- CADDIS will be enhanced to capture data to analyze
  - Average Wages
  - Average Productivity
  - % of Time in paid work, and
  - Group size



## What Service Providers need to Know

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- The start and stop times for group services is still required.
- There are approximately 30 service providers not familiar with regional center processes such as authorization and billing, IPPs, monitoring, etc.
- The DS 1964 and Consumer Monthly Reports should be sent electronically.



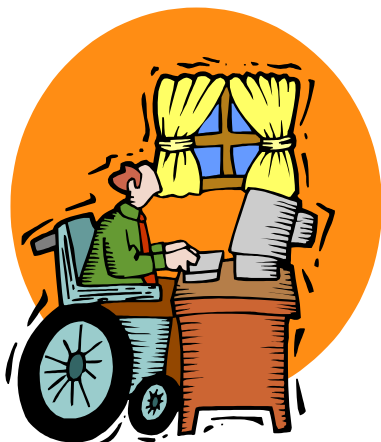
## What Service Providers need to Know

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- There will be shared monitoring responsibilities between DDS and regional centers.
- Service providers will be responsible for sending invoices to each regional center and possibly DOR who authorized services.



## Additional Information



- DDS Website
  - [www.dds.ca.gov](http://www.dds.ca.gov)
- DDS Email
  - [Work.Services@dds.ca.gov](mailto:Work.Services@dds.ca.gov)